

BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606



KAFB INSTRUCTION 33-302

1 FEBRUARY 2000

Communications and Information

WING COMMAND SECTION
CORRESPONDENCE CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 377 ABW/CCEA
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Supersedes KAFBI 37-103, 30 Apr 98

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Pages: 6
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3, *Information Management*). It outlines procedures for preparing and processing correspondence for the 377th Air Base Wing (377 ABW) Commander (ABW/CC) and Vice Commander (ABW/CV). It includes policies and procedures, which are unique to the 377 ABW command section. Use this instruction in conjunction with AFMAN 33-326, *Preparing Official Communications*, and AFH 33-337, *The Tongue and Quill*. It applies to all 377 ABW units.

SUMMARY OF REVISIONS

Adds Optional Form 41, **Routing and Transmittal Slip**, as valid routing and transmittal tool. Deletes reference to date format because command section personnel date all correspondence. Deletes statement to reply within 3 duty days because the wing suspense log could have different suspense date. Adds KAFB Form 22, **377 ABW OPR/EPR Checklist**, and KAFB Form 23, **377 ABW Decorations Checklist**.

1. General Information. Except as noted below, prepare all official correspondence according to AFMAN 33-326, *Preparing Official Communications*.

2. General Procedures for Wing Command Section Correspondence.

2.1. All 377 ABW units must summarize all correspondence for the ABW/CC or ABW/CV on an AF Form 1768, **Staff Summary Sheet (SSS)** or Optional Form 41, **Routing and Transmittal Slip**. Process all correspondence packages through wing command section administration (CCEA).

2.2. The wing command section will return all correspondence for correction not in compliance with appropriate directives. After incorporating changes directed by the command section, fold the original pages in half lengthwise, place in the left pocket of the folder, and return the package to the command section.

2.3. All 377 ABW units should be particularly alert to the need to keep the ABW/CC and ABW/CV informed. Screen the following types of incoming correspondence carefully to determine the need to forward the information to the wing command section:

2.3.1. Correspondence from Air Armament Command (AAC), HQ Air Force Materiel Command (AFMC), HQ United States Air Force (USAF), outside agencies or other units concerning policies that affect Kirtland Air Force Base (KAFB) or the 377 ABW.

2.3.2. Correspondence referring or replying to communications signed in the wing command section.

2.3.3. Correspondence concerning visits by congressional members or delegations, general officers, individuals with a GS-16 or higher rating and any visit involving the ABW/CC or ABW/CV.

2.3.4. Correspondence concerning congressional or Presidential inquiries or investigations.

2.4. All 377 ABW commanders and staff members will provide the command section with a courtesy copy of all outgoing correspondence of significant importance to the ABW/CC or ABW/CV.

2.5. Guidelines for Signature and Approval Authority.

2.5.1. The following correspondence requires ABW/CC or ABW/CV's signature or approval:

2.5.1.1. Correspondence addressed to two-digit staff agencies at AAC, HQ AFMC, any other major command or equivalent joint command or higher.

2.5.1.2. Correspondence addressed to government officials, congressional offices, and local dignitaries.

2.5.1.3. Tasking correspondence, which uses phrases such as "the commander desires, has asked for, or directs."

2.5.2. The ABW/CC or ABW/CV will usually sign the following:

2.5.2.1. Correspondence initiated by a group that is a directive to other units within the wing. (Exception: some programs such as the base detail program have been delegated to the staff along with the authority to sign on behalf of the commander.) Correspondence directive in nature and signed on behalf of the commander must use the authority line "FOR THE COMMANDER" according to AFMAN 33-326, paragraph 3.5.

2.5.2.2. Correspondence addressed to general officers assigned to Kirtland AFB.

2.5.2.3. Personnel and unit award nominations and announcements to agencies outside the wing headquarters.

2.6. Identify all correspondence requiring the immediate attention of the ABW/CC or ABW/CV to the wing command section. Wing command section personnel will flag the package with a red tag, log, and forward as appropriate.

2.7. When correspondence signed by the ABW/CC or ABW/CV requires a response to another office of primary responsibility (OPR), include "reply to" instructions as the last paragraph.

2.8. Prior to release, the ABW/CC and ABW/CV will approve all correspondence, which quotes or otherwise reflects their names.

2.9. Type in the appropriate signature element when preparing correspondence to be signed by the ABW/CC or ABW/CV.

3. Suspenses.

3.1. CCEA will monitor all suspenses tasked by the wing command section.

3.2. The wing command section will task the respective group or special staff agency. If the item requires action below the OPR indicated on the suspense tag, that OPR is responsible for tasking their subordinate unit/agency.

3.3. Address all extension requests to the wing executive officer (CCE). When the suspense is to an external organization, the OPR is responsible for getting an extension from the originator before contacting the wing command section. When possible provide an interim reply.

3.4. Coordinate all correspondence concerning congressional inquiries sent directly to a wing agency with the 377 ABW Inspector General immediately upon receipt. The rules established in AFI 90-401, *Air Force Relations with Congress*, apply.

3.5. When replies to external suspenses require the ABW/CC or ABW/CV's signature or approval, ensure the proposed reply is delivered to the wing command section by the wing suspense date.

3.6. When an OPR receives a suspense that properly belongs to another OPR, contact CCE within one duty day to get the suspense transferred to the proper OPR.

3.7. For any late suspense, include a memo explaining why it is late. Be prepared to address any late suspense during the daily commanders' conference call or at the weekly staff meeting.

3.8. The wing command section sends a list of suspenses via e-mail to the group commanders and special staff chiefs on a daily basis.

4. The Official Memorandum .

4.1. General Rules.

4.1.1. Use printed blue letterhead stationery for correspondence going to agencies external to the wing and prepared for the ABW/CC or ABW/CV signature. Computer-generated letterhead is acceptable for correspondence internal to the wing. Use white bond paper for continuation pages.

4.1.2. Use a laser printer when preparing correspondence for ABW/CC or ABW/CV signature. Do not use dot matrix printers.

4.1.3. Do not make pen and ink corrections to correspondence for the ABW/CC or ABW/CV's signature.

4.1.4. Use Microsoft Word, Times New Roman (font), 12 point, for wing command section correspondence.

4.1.5. Refer to AFMAN 33-326 for correct memorandum format, to include margin settings.

4.1.6. Use memorandums to communicate with all Department of Defense agencies and other federal agencies. They may also be used to conduct official business outside the government with vendors or contractors.

4.2. Date .

4.2.1. Do not date correspondence sent to the wing command section for signature. The wing command section will date (if required) and return correspondence to the OPR. The OPR is responsible for mailing and transmitting correspondence.

4.2.2. If correspondence must be reproduced prior to mailing, estimate the date the document will enter the distribution system.

4.3. The Addressees . When the address listing consists of more than six addresses, place a distribution list on a separate page. The element would read “MEMORANDUM FOR SEE DISTRIBUTION.” See KAFBI 33-301, *Official Mail Program*, for distribution listings used at Kirtland Air Force Base.

4.4. The Text .

4.4.1. Refer to AFH 33-337 for rules on capitalization.

4.4.2. Keep text on one page, if possible. Number continuation pages if the correspondence is more than two pages. Place the page number four lines from the top of the page, allowing a one inch right margin.

4.4.3. Do not double space correspondence prepared for the ABW/CC or ABW/CV signature, even if the paragraph is less than eight lines.

4.4.4. Identify the name and phone number of the point of contact (POC) in the last paragraph of the text. Consider including an organizational e-mail address for the POC.

4.5. The Signature.

4.5.1. Type the signature block at least three spaces to the right of page center, five lines below the last line of the text. Reduce to four lines to keep document on one page, if necessary.

4.5.2. Type the name in all capital letters; grade and branch of service (military) (upper and lower case) on the first line. Civilians may include their grade. Type the duty title (upper and lower case) on the second line. If title exceeds the line length, indent two spaces on the second line of the title:

C. K. POWELL, Lt Col, USAF
Chief, Staff Communications and
Analysis Division

5. Dating and Dispatching Correspondence.

5.1. The wing command section will date and return correspondence to the OPR. The OPR is responsible for mailing and transmitting correspondence.

5.2. For messages requiring the ABW/CC or ABW/CV as the releasing official, forward the SARAH-LITE diskette, a copy of the message and the releasing document in a pocket folder with an staff summary sheet (SSS) attached. Ensure only the message to be sent is shown on the releasing

document. Indicate "Sign" on the staff summary sheet. After approval, the wing command section will return the message to the OPR for dispatch and file.

6. Preparing A Staff Summary Sheet

6.1. Attach an SSS to all packages explaining the package and details of the situation. Always include a recommendation for the requested action.

EXAMPLE: RECOMMENDATION: 377 ABW/CC sign letter at tab1

6.2. List all coordinating agencies in sequence. Always include CCEA, CCE, and ABW/CV in the routing. When the matter deals with enlisted personnel, include the command chief master sergeant (CCC) prior to CCE coordination. Limit the action blocks of the SSS to "Sign, Approve, or Info" for ABW/CC and "Sign, Approve, Coord, or Info" for ABW/CV.

6.3. In the SUSPENSE DATE block, insert the wing command section suspense date or suspense to higher headquarters. Indicate whether it is a wing or higher headquarters suspense date.

6.4. Include tasking note from the wing command section or other tasking with suspense note attached at tab 2 of the package.

6.5. The staff agency chief (if generated by the ABW/CC's special staff) or squadron commander or above will sign the SSS. The group commander must coordinate on the package, if it affects units outside the ABW/CC's immediate staff.

6.6. Use a KAFB Form 22, **377 ABW EPR/OPR Checklist**, when you submit an officer performance report or an enlisted performance report to the command section and a KAFB Form 23, **377 ABW Decorations Checklist**, when you submit a decoration for command section signatures. Forms may be downloaded from the Kirtland AFB web site: <http://www.kirtland.af.mil>.

7. Assembling Correspondence.

7.1. Assemble correspondence in a two-pocket folder as follows:

7.1.1. Place the document to be signed, approved or reviewed (tab 1) in the right side pocket. Do not use a blank sheet or tab divider for this tab.

7.1.2. Attach (with staples or clam clip) the SSS to the front of the folder. Do not use paper clips, as the SSS might get separated from the package.

7.1.3. Place all background or supporting documentation in the left pocket of the folder.

7.1.4. Place all tabs in the right pocket divided by tabs, if applicable.

7.2. For officer performance reports, enlisted performance reports, or decorations refer to the appropriate 377 ABW writing guides.

8. Forms Prescribed. KAFB Form 22, 377 ABW EPR/OPR Checklist and KAFB Form 23, 377 ABW Decorations Checklist.

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Commander